

COAST LIFE SUPPORT DISTRICT

P.O. Box 1056, Gualala, CA 95445

Tel: (707) 884-1829 Fax: 884-9119

AGENDA

REGULAR MEETING OF THE BOARD OF DIRECTORS

>>> 4:30 pm Monday, April 20, 2015 <<<

Bill Platt Training Center

Gualala, CA

1. Call to Order Hughes
2. Adoption of the Agenda
3. Minutes Approval –
 - March 16, 2015
 - April 14, 2015
4. Privilege of the Floor – Public Comment
5. Old Business – Information or Action
 - District Re-organization – Information Foster
 - JOG Update – Action Perry
 - Revised Mission Statement – Action
 - Urgent Care Contract Costs - Information
 - FY15-16 Preliminary Budget Overview Foster
 - Transfer of District Monies to Exchange Bank – Action Beaty
 - Resolution 232 Withdrawal from Sonoma County Treasury
 - Resolution 233 Establish \$250K Line of Credit with Exchange Bank
 - FY13-14 Audit Revision and Approval - Action Foster
6. New Business
7. Reports
 - Committee Reports
 - District Administrator
 - District Fiscal Officer
8. CLOSED SESSION – PERSONNEL ACTION
9. Other
 - General Announcements
10. Adjournment

Scheduled Board of Director meetings (4:30 at Bill Platt Training Center unless otherwise noted):

- Tuesday, May 19, 2015 at 4:30, Elaine Jacob Center



MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS
March 16th, 2015

Call to Order. Board President Hughes called the meeting to order at 4:31 p.m. Present: Directors André, Beaty, Bower, Dodds, Hughes and Schwartz; Director Perry attending by phone; it was confirmed that he could hear and be heard. Also present: District Administrator Foster, District Fiscal Officer Rice and District Operations Manager Dilks.

Adoption of the Agenda. Director Schwartz proposed amending the agenda to include two additional items of Old Business: approval of the FY2014 audit, and a resolution to authorize establishment of a bank account. Director Schwartz moved to adopt the revised agenda, Director Beaty seconded, all ayes.

Approval of February 17, 2015 Board Minutes. Director Schwartz moved to approve the Minutes, Director Beaty seconded, all ayes.

Privilege of the Floor- Public Comment: (none)

Old Business-Information or Action:

• Treasurer Report

Treasurer Beaty reported that the Finance Committee had interviewed two prospective ambulance billing outsource contractors, and was recommending that the District enter into contract with Wittman Enterprises on terms as proposed, requiring an annualized budget increase of approximately \$33,000, with future offsets to be determined. Director Beaty moved, Director Schwartz seconded, all ayes.

• Joint Operating Group (JOG) Update - Information

Director Perry reported that the JOG is scheduled to meet next week to review the proposed FY2016 budget, for presentation at the April CLSD Board meeting.

• Update of Board Strategic Goals - Action
President Hughes reviewed an update of the 2013 long - and short-term goals, with details by officer and proposed that goals be delegated to Board

committees. Director Hughes moved, Director Schwartz seconded, all ayes.

• District Administrator Search Committee Update - Information

Director Hughes reported that three of the final ten candidates had been selected by the Committee for final interviews and formal assessment on March 27. The Committee expects to bring a final recommendation to the Board after that process has been completed.

• Fiscal Year 2014 Audit – Action.

Treasurer Beaty reported that the Finance Committee had reviewed the draft audit report, and was recommending approval by the Board. Director Schwartz moved to approve, Director Dodds seconded, all ayes.

• Banking Resolution – Action.

Treasurer Beaty reported that the Finance Committee had reviewed alternatives for new banking relationships to replace the accounts at Sonoma County and Redwood Credit Union. The Finance Committee recommends that the Board adopt Resolution 231, to permit a banking relationship to be established with Exchange Bank. Director Beaty moved, Director Schwartz seconded, all ayes.

New Business: (none)

Reports:

- Committee Reports - Director Bower provided an update of the activities of the Communications Committee. A report from the Governance Committee was deferred to the April meeting.
- District Administrator – DA Foster directed attention to his report as included in the agenda package, and updated the Board on planned organizational changes to be introduced at an all-hands company meeting on March 24.
- District Fiscal Officer (none)

General Announcements:

- "Went the Extra Mile" Award
CLSD Paramedic Dean Rising was recognized for "extra mile" performance.

Next Board of Directors Meetings

- Monday April 20, 2015, 4:30 pm, at the Bill Platt Training Center at CLSD Headquarters in Gualala.
- Tuesday May 19, 2015, 4:30 pm, at the Elaine Jacob Center in Gualala
- Annual Board Retreat to be scheduled

Adjournment:

Director Schwartz moved for adjournment, Director Bower seconded, all ayes.

Minutes approved:

Date



MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS
Elaine Jacob Center in Gualala
April 14, 2015

Call to Order. President Hughes called the special meeting to order at 5:00 p.m. Present: Directors Perry, Schwartz, Hughes, Dodds and Bower. Director Beaty arrived shortly after the meeting began.

Privilege of the Floor- Public Comment: None at this time-

Open Session: All in attendance. No minutes or reports.
President Hughes announced the board will now go into Closed Session to discuss a personnel action.

Closed Session:

Old Business:

Selection of District Administrator. The board discussed selection of a District Administrator. It was adjourned at 6:10 with Schwartz moving and Perry seconding.

Open Session. President Hughes re-convened in Open Session and announced that the CLSD Board has identified a top candidate for the position of District Administrator and will make this candidate an offer. If that person accepts this offer, President Hughes will announce the person to the public. The President expects this to happen at the next meeting of the BOD on 20 April 2015 at BP Training Center.

New Business: (none)

Reports: (none)

General Announcements: (none)

Next Board of Directors Meeting

- Monday, April 20, 2015, 4:30 p.m. at the Bill Platt Training Center, CLSD Headquarters, in Gualala.

Adjournment

Director Schwartz moved for adjournment, Director Perry seconded, all ayes. Meeting adjourned at 6:15 pm.

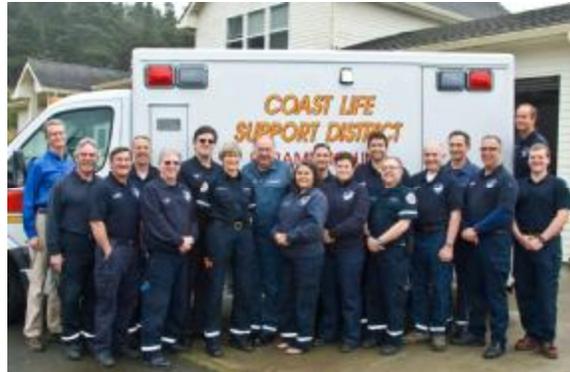
Minutes approved:

Date

Amended Proposed Mission Statement

as recommended by the Joint Operations Group (JOG)

The Joint Operations Group (JOG) is responsible to see that Urgent Care Services are delivered in an efficient and cost-effective manner and to assure that quality of care is routinely monitored by the RCMS Medical Director and Performance Improvement Committee. The JOG also serves as an incubator and a facilitator to assist RCMS and CLSD and other partners in efforts to improve the health and well-being of coastal residents by focusing on health care planning and implementation opportunities, facilitating partnerships with relevant community and outside groups, and seeking grants to expand health services. The JOG will continue to invite community input and inform District residents of health care activities and improvements.



FY15-16 Preliminary Budget Overview

*Presented to the CLSD Board of Directors
20 April 2015*

Scott Foster, District Administrator



Outline

- FY16 Resolutions: Guiding Assumptions
- FY16 Resolutions Overview
- Budget Resolution Overview
 - EMS and UC
 - Budget Summary
- Other Resolution Topics
 - Fees, Resident Discount
 - Tax Rate
 - Proposition 4/Gann Limit
- Program Summary

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FY16 Resolutions Guiding Assumptions

As recommended by the Finance Committee

- No change in tax rate
 - Resident discount maintained at 50%
- Ambulance income
 - Transport volume forecast: slight increase (+15) to 400
 - Collection rates: +1%
 - GEMT/IGT program income held at FY14-15 levels
- Payscale Adjustment at 4.2%
 - Last adjustment in 2012
- Invest in staff training programs
 - Every EMT trained to ALS level
- Urgent Care Program Costs
 - Increase CLSD Admin Overhead

20 April 2016

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CLSD Board Resolutions for FY15-16

Bottom Line Overview

- Budget: Conservative Growth in Income and Expenses
 - EMS Budget: Net Bottom Line: Positive \$86.1K
 - Income increases \$132K
 - Expenses increase \$86K
 - Urgent Care Budget: Net Bottom Line: Negative \$7K
 - No increase in contract costs
 - Increase in CLSD Admin Overhead %
- Tax Rate and Resident Discount: No Change
- Fees: Slight Growth
 - Increase 2.3% per *Consumer Price Index – Medical*
- Proposition 4/Gann Limit: Within Limit
 - FY15-16 Budget remains under limit

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Budget Overview - Income

- Net Income Increase +\$131K
 - EMS, UC Tax Income +\$11.4K
 - Increase in Mendocino projection (per NBS tax mgmt. firm)
 - Ambulance Income +\$120K
 - Forecast volume at slight increase to 400 transports
 - Collection rate at \$1337 (+1%)
 - Medi-Cal programs contribute \$100K
 - Based on assumption of continued Medi-Cal volume

20 April 2016

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Personnel Expense

- Personnel Cost Increases Net +\$37.5K
- Increase highlights:
 - Pay scale adjustment +\$33.4K
 - Based on counties' price inflators 2012-16
 - Includes fully loaded costs (CalPERS, taxes, etc.)
 - Significant increase in BLS-121 transports +\$51K
 - Mostly RCMS patient transfers
 - Training Programs +\$5.5K
 - Every EMT will be ALS trained
 - Increased training hours for EMTs
 - Workers Compensation Policy +\$13K
- Decrease highlights:
 - Full-time Wages (\$1.7K)
 - ALS Part-time Wages (\$8.5K)
 - Training Mgmt Stipends (\$10.8K)
 - Reduce Conference Travel (\$6.3K)
 - PERS (\$25.6K)

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Operations Expense

- Net: Operations Decrease (\$0.4K)

- Highlights:
 - Increases
 - Dispatch services +\$1.4K
 - Facilities Maintenance +\$2K
 - Medical Supplies and Equipment +\$5K

 - Decreases
 - Communications Equipment (\$9K)

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Overhead Expense

- Net overhead/admin increase +\$37.8K

- Highlights:
 - Overhead expense increases
 - Wittman billing services contract +\$33K
 - Audit Services +\$3.5K

 - Overhead expense decreases/offsets *anticipated*
 - Sonoma County accounting services charges
 - Fiscal Officer hours reduction
 - Other accounting and software costs

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Expenses - Other

- Training Program Net Reduction (\$2.6K)
 - Does not include personnel hours – only training support
 - Reduce conference travel, shift to local
 - No major equipment required

- Urgent Care Program +\$6.3K
 - No change in contract costs
 - CLSD Administrative Overhead +\$6.3K
 - Increase DA overhead to 20%

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FY16 Budget Summary

| Program | FY15 Budget | FY16 Budget | Change |
|-------------|-------------|-------------|--------|
| EMS Income | 1,396.6 | 1,528.3 | 131.7 |
| EMS Expense | 1,355.9 | 1,442.2 | 86.3 |
| Net | 40.7 | 86.1 | 45.4 |
| UC Income | 637.5 | 636.7 | (0.8) |
| UC Expense | 637.7 | 644.1 | 6.3 |
| Net | 0.2 | (7.4) | (7.2) |

20 April 2016

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Other Resolutions

- Fees: increase by 2.3%
 - Last twelve months of *Consumer Price Index – Medical*
- Resident Discount unchanged
 - Maintain at 50% of Patient Out of Pocket
 - Estimated at \$38.5K
- Tax Rate unchanged
 - Maintain at \$44/unit
- Proposition 4/Gann Limit
 - Multipliers to be released by County mid-May

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Program Summary

- EMS
 - Conservative income and expense projections
 - Invest in staff, financial process services
 - Solid financial footing for several more years without tax increase
- Urgent Care
 - No change in RCMS contract cost
 - Increase CLSD overhead in anticipation of increased joint program opportunities
- Other Resolutions maintain status quo

20 April 2016

**COAST LIFE SUPPORT DISTRICT
RESOLUTION No. 232**

**RESOLUTION OF THE BOARD OF DIRECTORS OF COAST LIFE SUPPORT
DISTRICT, STATE OF CALIFORNIA, ESTABLISHING AN ALTERNATIVE
DEPOSITORY AND AUTHORIZING THE TRANSFER OF DISTRICT FUNDS**

WHEREAS, Pursuant to California Government Code Chapter 4, Section 61053 which states a District may establish an alternative depository other than the principle county and appoint a District Treasurer who shall serve in the place of the County Treasurer, and;

WHEREAS, the Coast Life Support District currently maintains its own bookkeeping in accordance with California law which adheres to generally accepted accounting principles and has an established annual audit schedule; and

WHEREAS, in accordance with its enabling legislation California AB 4227 Chapter 375, Section 51, the Coast Life Support District is authorized to establish its own Treasury and appoint a Treasurer; and

WHEREAS, the Coast Life Support District Board of Directors does hereby find that withdrawing the District's funds from the Sonoma County Treasury and from the Mendocino County Treasury, establishing an alternative depository, appointing a District Treasurer, and maintaining its own bookkeeping is in the best interest of the Coast Life Support District.

NOW THEREFORE, BE IT RESOLVED, that the Coast Life Support District Board of Directors does hereby authorize the withdrawal of Coast Life Support District monies from the Sonoma County Treasury and from the Mendocino County Treasury in accordance with California Government Code Chapter 4, Section 610533 for the purpose of establishing an alternative depository other than the County of Sonoma and the County of Mendocino.

BE IT FURTHER RESOLVED, that the Board of Directors have designated Exchange Bank as the depository for the District's monies.

THE FOREGOING RESOLUTION was introduced by Director Beaty, who moved its adoption, seconded by Director _____, and then adopted by the following vote on the 20th day of April, 2015

| | | |
|-----------------------|----------------------|-------------------------|
| Director Hughes _____ | Director André _____ | Director Bower _____ |
| Director Dodds _____ | Director Perry _____ | Director Schwartz _____ |
| Director Beaty _____ | | |

Ayes: _____ Noes: _____ Abstain: _____ Absent: _____

WHEREUPON, the President declared the foregoing RESOLUTION adopted and

SO ORDERED

Richard Hughes, Board President

COAST LIFE SUPPORT DISTRICT

RESOLUTION No. 233

**RESOLUTION OF THE GOVERNING BOARD OF COAST LIFE SUPPORT DISTRICT
OF THE STATE OF CALIFORNIA, AUTHORIZING REVOLVING LINE OF CREDIT**

RESOLVED, by the Governing Board of the Coast Life Support District, a Bi-County District of the State of California, that:

WHEREAS, this District may not have a sufficient cash flow cycle to provide for the operations of the District during the 2015-16 Fiscal Year, and

WHEREAS, Article XVI, Section 6 of the State Constitution no longer authorizes a temporary transfer of funds in the custody of the County Treasurer, and

WHEREAS, the District has authorized establishment of a bank account with Exchange Bank, and

WHEREAS, the revenues to said District for the fiscal year 2015-16 are budgeted at \$2,165,040:

NOW, THEREFORE, IT IS DETERMINED AND ORDERED as follows:

That the District Administrator be authorized to request a revolving line of credit to the District from Exchange Bank on an as-needed basis of not to exceed \$250,000, during the 2015-16 Fiscal Year.

The above resolution was introduced by Director _____, who moved for its adoption, seconded by Director _____, and passed and adopted on this 20th day of April, 2015, by the following roll call vote:

| | | | | |
|------------|--------|-------|-------|----------|
| Directors: | Hughes | Bower | Beaty | Schwartz |
| | Dodds | Perry | André | |

Ayes:____ Noes:____ Abstain:____ Absent:____

WHEREUPON, the President declared the foregoing resolution adopted,

and SO ORDERED.

Richard Hughes, President

From: dwrice@gmail.com [mailto:dwrice@gmail.com] **On Behalf Of** David Rice
Sent: Monday, April 06, 2015 6:39 PM
To: Craig D. Collins
Subject: Re: Changes to the Final Report/Management Rep Letter

Hi Craig,

Two changes in the MD&A were missed, related to the last-minute 2013-14 GEMT adjustment, both on the page numbered 6.

- In the top table (Statement of Net Position), the last number (Total net position) for FY2014 should be \$1,497,131. (The number currently showing is the total of liabilities and net position, and was incorrect before the final adjustment.)
- In the bottom table (Revenues, Expenditures, etc.), the next-to-last number (Change in net position) for FY2014 should be 69,528.

If you can provide a corrected PDF, we will recirculate to the Board before the next meeting, and request return of any paper copies. We will also note "corrected copy" on the link on our website. If there's anything else we need to do, please advise.

Thanks,

David

David Rice, District Fiscal Officer

Coast Life Support District

COAST LIFE SUPPORT DISTRICT

Management's Discussion and Analysis (Unaudited)
For the Year Ended June 30, 2014 and 2013

Pro-Forma Statement of Net Position

| | <u>FY2014</u> | <u>FY2013</u> | <u>FY2012</u> |
|----------------------------------|---------------------------|---------------------------|---------------------------|
| <u>Assets</u> | | | |
| Current assets | \$965,066 | \$874,294 | \$854,061 |
| Capital assets | <u>675,219</u> | <u>698,992</u> | <u>634,548</u> |
| Total Assets | <u>\$1,640,285</u> | <u>\$1,573,286</u> | <u>\$1,488,609</u> |
| <u>Liabilities</u> | | | |
| Current liabilities | \$143,134 | \$145,663 | \$195,249 |
| Long-term liabilities | == | == | <u>37,934</u> |
| Total liabilities | <u>\$143,134</u> | <u>\$145,663</u> | <u>\$233,183</u> |
| <u>Net position</u> | | | |
| Net investment in capital assets | \$675,219 | \$660,339 | \$558,107 |
| Unrestricted | <u>821,932</u> | <u>767,284</u> | <u>697,319</u> |
| Total net position | <u>\$1,497,151</u> | <u>\$1,427,623</u> | <u>\$1,255,426</u> |

**Pro-Forma Statement of Revenues and Other Income,
Expenditures, and Changes in Net Position**

| | <u>FY2014</u> | <u>FY2013</u> | <u>FY2012</u> |
|--|---------------------------|---------------------------|---------------------------|
| <u>Revenues and other income</u> | | | |
| Property taxes | \$1,120,268 | \$1,112,776 | \$884,351 |
| Ambulance transports, net of uncollectible accounts | 689,731 | 558,269 | 569,066 |
| Other income | <u>15,391</u> | <u>16,468</u> | <u>9,035</u> |
| Total revenues and other income | <u>\$1,825,390</u> | <u>\$1,687,513</u> | <u>\$1,462,452</u> |
| <u>Expenses</u> | | | |
| Ambulance operations, excluding uncollectible accounts | \$1,337,336 | \$1,288,742 | \$1,271,065 |
| Urgent care | 418,515 | 222,836 | 83,595 |
| Interest expense | <u>11</u> | <u>3,738</u> | <u>5,031</u> |
| Total expenses | <u>\$1,755,862</u> | <u>\$1,515,316</u> | <u>\$1,359,691</u> |
| Change in net position | 69,528 | 172,197 | 102,761 |
| Net position, beginning of year | <u>1,427,623</u> | <u>1,255,426</u> | <u>1,152,665</u> |
| Net position, end of year | <u>\$1,497,151</u> | <u>\$1,427,623</u> | <u>\$1,255,426</u> |

COAST LIFE SUPPORT DISTRICT
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April 15, 2015

MEMORANDUM FOR THE CHAIR, QUALITY ASSURANCE/QUALITY IMPROVEMENT COMMITTEE,
COAST LIFE SUPPORT BOARD OF DIRECTORS

From: CLSD EMS Medical Director

Via: CLSD District Administrator

Subj: CERTIFICATION OF QA/QI PROGRAM COMPLIANCE

For the quarter ending March 31, 2015, I have reviewed 100% of ALS patient charts and noted any reportable conditions and conditions requiring corrective action. I have met with all CLSD paramedics and conducted training where necessary to ensure continued quality improvement in patient care. The District remains in full compliance with all QA/QI internal and external policies and regulatory requirements.

For this quarter, there are no adverse actions or potential litigation requiring board attention.

Tuck Bierbaum, MD
EMS Medical Director